

**FACILITIES
SUPERINTENDENT
GS-1601-13**

**FACILITIES and AIRFIELD
MANAGEMENT**

PURPOSE

The purpose of the position is to direct the Facilities Management and Airfield Support function, which is responsible to provide the following:

1. Uninterrupted electrical power to support the base and airfield operations.
2. Plan for, develop, program and perform facilities management and technical services for all buildings, utility systems, airfields, grounds and all other structures. Work may include alteration, construction and maintenance.
3. Provide, operate, and maintain the NAS Lemoore fueling facilities, bulk fuel storage, liquid oxygen, nitrogen, and LAU-7 storage for station, tenant, and transient aircraft.
4. Provide maintenance support to the ground elements of communication equipment, radar, navigational systems, ground electronics, weather systems, meteorological measuring systems, mobile communication systems, and sensory security systems; and manages frequency spectrum control. Ensures that all FAA Flight Checks are passed satisfactorily.
5. Maintain and operate the industrial air plant and distribution systems.
6. Operate and maintain the water treatment and distribution system and sewage and industrial wastewater collection and treatment systems in accordance with State requirements.
7. Operate the distribution facility for all materials including hazardous materials. Operations include requisitioning, receipt, storage, issue, crating, packing and shipping. Operate the hazardous waste minimization center.
8. Provide ground transportation services including fleet management, bus service, trash and solid waste removal, street sweeping, engineering equipment operations including crane and rigging. Maintain equipment.

MAJOR DUTIES

1. Resource Management

Effectively manages resources including human, facilities and equipment, and fiscal. Fiscal resources include OBOS, reimbursable, and RPM funds, plant and minor property, materials and supplies, and contract services. Analyzes program costs, develops annual/multi-year and long-range fiscal/program plans and continuously evaluates programs for reducing costs of delivery while meeting customer needs.

(a) Conducts cost comparison/benefit studies and break-even analyses of current or projected programs and lifecycle cost analyses of projects. Gathers cost/customer satisfaction feedback to measure program performance.

(b) Coordinates budget planning and execution with the appropriate ACOS and Program Managers at the NSW. Evaluates functional spending plans and their execution ensuring that plans accomplish program objectives and goals. Ensures accurate financial reporting and compliance with financial integrity and management control regulations.

2. Program Management

Oversees the overall planning, direction and timely execution of quality Facilities Management and Airfield Support services. Ensures that programs operate per NSW strategic plan, develops site specific strategic goals and establishes performance indicators to measure program delivery effectiveness. Ensures that all programs meet the appropriate regulatory agencies' controlling directives, e.g., water and sewage treatment and hazardous materials storage comply with California State requirements.

Directs the continuous review of business area programs to measure and evaluate program accomplishments, effectiveness and compliance with agency rules and regulations.

Maintains effective working relationships with chain of command program managers and private sector counterparts. Benchmarks business area functions continually searching for the best methods and practices. Adapts and implements private sector and Navy-wide program features that are the best of the best. Continuously improves customer satisfaction, fosters innovative thinking, accelerates organizational change to meet changing demands at the best value to the NSW and the Strike Fighter community.

3. Personnel Management

Manages directly or through subordinate supervisors/team leaders a predominately blue-collar workforce. Employees work in facilities and airfield maintenance and services, including maintenance of airfield lighting and auxiliary equipment, water and sewage treatment, heating and air conditioning maintenance and operation, electrical distribution, bulk fuel storage, LOX/LAU 7 services, warehousing, material distribution, crating and packing, aircraft services, hazardous material delivery, pest control, motor vehicle fleet management and transportation services such as waste pick-up, bus services, engineering equipment operation and maintenance, and specialized vehicle maintenance such as fire trucks. A staff of specialized general schedule employees perform support functions for these services.

Per NSW policies and procedures, establishes personnel management policies and qualification standards including appropriate licensing requirements. Establishes performance criteria and evaluates performance; makes/approves selections; hears and

resolves employee grievances using a variety of alternative dispute resolution techniques; acts as deciding official on disciplinary and performance actions; recommends/authorizes awards; establishes hours of operations and approves work schedules and hours of work.

Provides learning opportunities to continuously update personnel skills and improve service delivery. Ensures personnel are equipped with the right tools for their jobs including trade/craft skills training, safety training, adequate information technology equipment and skills, written and oral communication skills, customer service training, SOP indoctrination and ISO training.

Fosters high ethical behavior throughout the organization.

Provides a work environment that promotes equal employment opportunity and safe work practices, and empowers staff to continuously improve services, team work, innovation, elimination of bottlenecks and barriers to production and service delivery.

FACTORS

Knowledge Required

- Skill in workload planning and assessment for a multifaceted blue collar work force.
- Mastery of the Navy facilities maintenance system.
- Thorough knowledge of construction and repair methods, trade and production techniques, codes, regulations and laws pertaining to buildings, structures, fuel and utility systems.
- Knowledge of specialized areas such as water and sewage treatment facility operations, aircraft fueling operations, hazardous material storage, and ground electronics support for airfield systems.
- An MBA or a masters degree with a business focus is desirable; the incumbent must demonstrate expertise in facilities maintenance for a multi-faceted organization including airfield operations, business acumen and expertise in the application of quality improvement techniques to the business processes, have an exceptional work history of resource utilization accomplishments and be customer focused.
- Knowledge of information technology as it relates to the services provided by the business area sufficient to recommend IT procurement decisions. Able to use word processing, spreadsheet, email and internet technology.
- Ability to effectively manage resources including personnel, facilities, supplies/equipment, contracts for a major facilities maintenance and operation program. - Able to stratify resources against approved programs; to plan, present, and execute

budgets; to apply cost and economic analyses, principles, techniques and practices and analyze budget impacts on programs; and to forecast long-term funding requirements.

- Ability to develop and execute human resource policies for a diverse team of GS/WG personnel ensuring that policies and practices foster equal employment opportunity.

- Ability to work as a member of a management team responsible for developing organizational policy and strategic plans and resource management.

- Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit.

- Ability to originate new ideas, projects, and programs

Supervisory Controls

The employee and supervisor develop a mutually acceptable plan that includes strategic goals for the business area; performance indicators; and human, financial, material and information resources to achieve program goals. The employee is responsible for planning, organizing and executing the plan taking initiative for cost effective mission accomplishment while maintaining the public's trust. The employee informs the supervisor of potentially controversial issues or problems with widespread impact. The supervisor evaluates performance based on results from strategic planning, program accomplishments based on performance indicators and customer feedback, and financial results.

Guidelines

The employee must use initiative and resourcefulness in extending or redefining available guidelines because they are often inadequate to deal with unusual situations. The guidelines include general administrative policies and management and organizational theories which require considerable adaptation and or interpretation as well as strict professional procedures for delivery of water and fuels, treatment of sewage and industrial waste, and handling of hazardous materials. Incumbent is responsible to ensure all program functions meet the appropriate legal and regulatory requirements, sound financial practices, contracting procedures, and management controls.

Complexity

The employee develops or redesigns new methods, approaches or criteria to meet the demands of the position. The work consists of managing various maintenance and utilities operations that directly impact on fleet support such as aircraft refueling services, ground communications systems in support of the airfield, electrical distribution services. Also ensures the adequacy of facilities that provide quality of life services for the military member/family. The incumbent must be adaptable and flexible to analyze program impact on the fleet support mission.

Work requires developing or supervising the development of detailed plans, goals, and objectives for the long-range implementation and administration of the program and/or developing criteria for evaluating the effectiveness of the program. Decisions about how to proceed in planning, organizing, and conducting studies are coordinated with the various NSWACOS/Program Managers. Incumbent is expected to provide sound recommendations based on local conditions and mission requirements. Programs are expected to meet NSWAC goals for providing customer service at the lowest cost and best quality possible.

Scope and Effect

The work involves the application of a wide variety of program policies and requirements for facilities management and airfield support. Facilities range from administrative to highly specialized aircraft maintenance/flight simulator/air traffic control facilities. The work requires innovation; program planning and development; evaluating maintenance and operational effectiveness against financial criteria, regulatory requirements, and customer satisfaction. The diversity, volume and variety of activities supervised exceed a conventional basis in the management requirements of the programs. The functions assigned are critical to the fleet support mission of the Naval Air Station.

Contacts/Purpose of Contacts

In addition to the regular chain of command contacts, incumbent interacts with the Navy personnel responsible for the various programs supervised by this position, and holds regular meetings with customers to discuss expectations, meets with persons representing organizations or groups from outside the employing agency, e.g., consultants, contractors, or regulatory agency representatives. The purpose is to coordinate program operations, influence program changes; resolve compliance issues, obtain funding for program requirements or negotiate organizational improvement or program effectiveness issues. May encounter resistance due to such issues as organizational conflict, competing objectives or resource problems.

Physical Demands

While some work is performed in an office environment, the incumbent is expected to visit job sites, construction sites, and all facilities supervised. May require climbing ladders, walking, standing, bending, carrying of light items, or driving an automobile.

May require occasional travel. The employee must be willing and able to travel on military and commercial aircraft.

Financial Disclosure

The employee must file the required financial disclosure statement(s).